



BRUHAT BANGALORE MAHANAGARA
PALIKE

REQUEST FOR PROPOSAL DOCUMENT

Mapping of building and campus
using Total Stations Surveying
and documenting floorwise land
utilization area statements of
No.17/1 (PID :76-9-17/1) at
Magrath Road, Bengaluru in BBMP
East Zone limit from Empanlement
of FIE (FELLOW OF INSTITUTE OF
ENGINEERS), FIV (FELLOW OF INSTITUTE
OF VALUATOR) AND ISO VALUATORS AS
VENDORS

OFFICE OF THE EXECUTIVE ENGINEER (PROJECT)
EAST

21st Floor, Nethaji Subhash Chandra Bose Building
(PUB),M.G.Road, BENGALURU- 01

Telephone: 080-22975815

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BRUHAT BANGALORE MAHANAGARA PALIKE

No. EE (P-E)/ Tend/ 03 /24-25
Engineer

Office of the Executive

(Project) East, BBMP
21st Floor, Nethaji

Subhash Chandra Bose

Building (P.U.B),

M.G.Road

Bangalore - 560001

Dated: 25-09-2024

INVITATION FOR TENDERS **(Through KPPP only)**

1. The Executive Engineer (Project) East ,BBMP invites Bids on behalf of the Chief Commissioner Bruhat Bangalore Mahanagara Palike from reputed Consultants for the services given in the table given below.
2. Tender documents may be downloaded from Government of Karnataka KPPP website <https://kppp.karnataka.gov.in> under login of Contractors.
3. Tenders must be accompanied by earnest money deposit which will pay online through E-portal.
4. Tenders must be electronically submitted (on-line through internet) within the date and time published in KPPP portal. First Cover Tenders will be opened at prescribed time and date in the KPPP portal, in the presence of the Tenderers who wish to attend at the **OFFICE OF THE EXECUTIVE ENGINEER** (Project) East, BBMP, 21st Floor, Nethaji Subhash Chandra Bose Building (P.U.B), M.G.Road, Bangalore - 560001
5. Other details can be seen in the tender documents (RFP)

Sl. No	Name of the work	Tender processing fee (Rupees)	Earnest Money Deposit (Rupees)	Period of completion
1	Mapping of building and campus using Total Station Surveying and documenting floor wise land	As per KPPP portal	Rs 25,000/-	15 Days

	utilization area statements of No.17/1 (PID : 76-9-17/1) at Magrath Road, Bengaluru in BBMP East Zone limit from Empanelment of FIE (Fellow of Institute of Engineers), FIV (Fellow of Institute of Valuator) and ISO Valuers as Vender's.			
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Calendar of events:

- Tender documents may be downloaded from Government of Karnataka KPPP Portal from 26/09/2024 onwards.
- Last Date for uploading the Filled Tender Document is 04/10/2024 up to 4.00 p.m.
- Date of opening of Technical bid is 05/10/2024 at 4.30 p.m.
- The Financial bid of only those tenderers who fulfill the eligibility criteria and qualification of technical bid, will be intimated and opened.

Eligibility criteria:

1. No Joint Ventures / Consortiums are permissible.
2. The firm shall have an experience of having successfully completed similar nature of works in the last 5 years.
3. **The Bidder must be B.E Civil Engineering Graduate with FIE (Fellow of Institute of Engineers), FIV (Fellow of Institute of Valuator) and ISO Valuers and Wealth tax Valuator in Income tax department(Approval U/S 34AB of the wealth Tax act 1957**
4. **The bidder should be either detailed field survey and digitization related service provider or having experience in providing skilled resources similar to the said requirements in this document with mandatory experience of having Field experience not less than 2 years.**
5. **The Company/Firm should have successfully completed preparation of floor plans of built up structures using Total Stations for at least 5,00,000 Sft. Copies of Completion certificate from Govt. /semi Govt. Agencies for same has to be furnished.**
6. All consultants should submit the proof of works executed as above and "Satisfactory Performance Certificates" issued by an officer not below the rank of Executive Engineer / equivalent and in case of private firms from the Authorized signatory not below the rank of General Manager. In absence of such certification along with the tender, the tender is liable to be rejected. Preference will be given to such agencies, who have executed such or similar types of works for Government organizations.

7. The Tenderer shall have experience of similar nature of work in last Five years i.e. 2019-20 to 2023-24 of project cost not less than Rs. 20.00 Lakhs. In support of this, the Tenderer shall furnish a Work Completion Certificate duly certified by the Competent Authority not less than the rank of Executive Engineer along with Technical Bid.
8. Achieved in at least two financial years out of last Five years i.e. 2019-20 to 2023-24 a minimum turnover of not less than Rs. 40.00 Lakhs. In support of this, the Tenderer shall furnish a Certificate duly attested by a Chartered Accountant(with UDIN no.) along with Technical Bid.
9. The Bidder should furnish the list of manpower, equipments and machineries possessed by him as per the tender documents.
10. Any litigation history of the firm/agency should be disclosed. Non-disclosure shall amount to cancellation of the tender.
11. Any false information furnished in the tender shall upon detection be liable for cancellation of the bid / agreement of the agency.
12. Conditional or incomplete tenders shall be rejected.
13. All correspondences between the consultants or BBMP should take place through acknowledgeable means in written form only. Oral or verbal communications are not liable to be acknowledged.
14. All the details/columns provided in the RFP document should be filled page wise and corrections if any shall be duly attested. Incomplete RFP documents are liable for rejection.
15. For those Tenderers whose Technical Bids do not satisfy the Eligibility Criteria as mentioned above, their Financial Bids will not be opened.
16. Financial and other details should be enclosed in the financial bid given.
17. The Bruhat Bangalore Mahanagara Palike reserves the right to accept / reject any or all the Tenders without assigning any reasons.
18. The successful Tenderer shall enter into the Agreement with the BBMP within 7 days of receipt of intimation. The Tender Document will form the part and parcel of the Agreement.
19. The Tender will remain valid for 90 Days after the Deadline Date for Tender Submission.
20. All the participants should produce all the original documents for verification whenever necessary.
21. The Work shall be commenced with all Men and Machinery within 3 days from the Date of Work Order, failing which it would be presumed that the Successful Tenderer is not interested in the Work and Action will be taken to get the Work executed through Alternate Agency at the risk and cost of the Former Tenderer.
22. Interested Eligible venders may obtain further information at the Office of Joint Commissioner (East)-080-22975801, Revenue Officer (Shanthinagar)- 9480683534 on any working hours.
23. The Tender Notification along with Blank Tender Form will be accessible in the KPPP website <https://kppp.karnataka.gov.in>
24. The Agency will be short listed based on the scrutiny of documents downloaded from the Technical bid of Tender documents.
25. The Financial bid consists of Financial aspects of the Consultancy charges.
26. Corrigendum/ modification/corrections, if any, will be published in the website only.

27. Tender documents may be downloaded from Government of Karnataka website <https://kppp.karnataka.gov.in> under login for Contractors. Aspiring Bidders/Contractors who have not registered in KPPP portal should register before participating through the website <https://kppp.karnataka.gov.in> or contact KPPP Helpdesk at 080 - 46010000.

-Sd/-
Executive Engineer

(Project) East
Bangalore Mahanagara Palike

Bruhat

Copy to:

1. Copy submitted to the The Administrator, BBMP for kind information.
2. Copy submitted to the The Chief Commissioner, BBMP for kind information.
3. Copy submitted to the Special Commissioner (Revenue) for kind information.
4. Copy submitted to Zonal Commissioner (East) For Kind Information.
5. Copy submitted to the Special Commissioner (Finance) For Kind Information.
6. Copy submitted to the Joint Commissioner (East) for kind information.
7. Copy submitted to the Engineer-In-Chief for kind information.
8. Copy submitted to the Chief Engineer (East) for kind information.
9. Copy submitted to Chief Auditor / Chief Account officer for kind information
10. Copy submitted to D.C.F (East) for information.
11. Copy submitted to Revenue Officer (Shanthinagar) for information
12. Copy to Public Relationship Officer, BBMP with request to make arrangements for publication of notification in two leading daily Kannada and English Bangalore based Newspapers as the case may be within next two days & requested to communicate the same to this Office as early as possible.
13. Copy to Acct. Suptd. / Cashier of Division office for Necessary Action..
14. Notice Board / Office Copy.

Executive Engineer
Project-East

Division

Bruhat Bangalore
Mahanagara Palike

INVITATION FOR TENDERS (IFT)

Subject: Mapping of building and campus using Total Station Surveying and documenting floor wise land utilization area statements of No.17/1 (PID : 76-9-17/1) at Magrath Road, Bengaluru in BBMP East Zone limit from Empanelment of FIE (Fellow of Institute of Engineers), FIV (Fellow of Institute of Valuator) and ISO Valuers as Vender's.

1. You are hereby invited to submit Technical and Financial proposals required for the above consultancy assignment, which could form the basis for future negotiations and ultimately a contract between your firm and **OFFICE OF THE EXECUTIVE ENGINEER** Project) East, BBMP, 21st Floor, Nethaji Subhash Chandra Bose ,Building (P.U.B), M.G.Road, Bangalore - 560001

2. The purpose of the assignment is to: **Refer T.O.R @ Annexure-1**

3. The following documents are enclosed to enable you to submit your proposal:

- (a) Terms of Reference (TOR) - Annexure 1
- (b) Supplementary Information for the including suggested formats for the submission of Technical and Financial Proposals -Annexure 2
- (c) Form of Contract for Consultant's Services under which the Services will be performed -Annexure 3

4. In order to obtain first hand information on the assignment and local conditions, it is considered desirable that a representative of your firm visit the Client before the proposal is submitted. Your representative shall meet the following officials:

**OFFICE OF THE EXECUTIVE ENGINEER,
Project-East, BBMP,
21st Floor, Nethaji Subhash Chandra Bose ,Building (P.U.B),
M.G.Road, Bangalore - 560001
Telephone No. 080-22975815.**

Please ensure that advance intimation regarding your visit is sent to enable them to make appropriate arrangements.

5. Submission of Proposals:

The proposals shall be submitted in two parts viz., **"Technical"** and **"Financial"** and should generally follow the Forms given in the "Supplementary Information to Consultants".

5.1 The **"Technical"** and **"Financial"** proposals must be submitted in two separate parts through e-tendering in formats/schedules given in the Supplementary Information for Consultants. The **"Technical Proposal"** should include the description of the firm/organization, the firm's general experience in

the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed work plan, methodology and approach in response to suggested terms of reference. This should not contain any cost information whatsoever.

The **“Financial**

Proposal” should contain the detailed price offer for the consultancy services inclusive of all taxes.

You will provide detailed breakdown of costs and fees as follows:

- Remuneration Staff
- Reimbursable such as per diem, transportation etc.; and
- Report, Reproduction etc.

Last date for receipt of tender documents is up to 04/10/2024 up to 4.00 p.m

5.2 Opening of Proposal

The proposal (Technical Proposal only) will be opened by the Client or his authorized representative in his office on 05/10/2024 at 4:30 pm in presence of such consultants or their authorized representative who may choose to be present. It may please be noted that the the Financial Proposal will not be opened until evaluation of Technical Proposal has been completed and approved by competent authority and the same may be intimated.

6. Evaluation of Proposals

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to opening of financial proposals. The technical proposals will be evaluated using the following criteria:

- (i) The consultant’s relevant experience for the assignment (25 points);
- (ii) The quality of the methodology proposed (25 points); and
- (iii) The qualifications and experience of the key staff proposed for the assignment (50 points).

Curricula Vitae of key personnel in each discipline for assessing the qualifications and experience of the personnel proposed to be deployed for the assignment should be included with the proposal (in the format of the sample curricula vitae). These personnel will be rated in accordance with:

- (i) General qualifications (30 points);
- (ii) Adequacy for the assignment (suitability to perform the duties of the assignment). These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc. (60 points);
- (iii) Their language and experience in the region (5 points).
- (iv) Involvements in skills transfer program and training ability (5 points).

7. Deciding the Award of Contract

Quality and competence of the consulting services shall be the paramount requirement. The decision of the award of the contract would be made as under:

(i) Technical proposals scoring not less than 75% of the total points will only be considered for further evaluation;

(ii) The Client shall notify those consultants whose proposals did not meet the minimum qualifying points or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail;

(iii) The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the Consultant, the quality scores and the offered prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

(iv) The Evaluation Committee will determine whether the Financial Proposals are complete [i.e., whether they have covered all items of the corresponding Technical Proposals. If not, the Client will cost them and add their cost to the initial price], correct any computational errors. The evaluation shall exclude the Consultant's Service Tax.

(v) The Client will select the lowest proposal ['evaluated' price] among those that passed the minimum technical score and invite them for negotiations.

(vi) During negotiations the Consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Financial Proposal.

(vii) Negotiations will commence with a discussion of the Consultant's Technical Proposal, proposed methodology (work plan), staffing and any suggestions you may have made to improve the TOR. Agreement will then be reached on the final TOR, the staffing and staff months, logistics and reporting. Special attention will be paid to optimisation of the required outputs from the Consultants and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Contract.

(viii) Changes agreed will then be reflected in the Financial Proposal using proposed unit rates (No negotiations of the unit rates including man-month rates)

(ix) Having selected Consultants, among other things, on the basis of the evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the Technical Proposal and prior to contract negotiations will require assurance from the Consultant that these staff will be actually available. The Client will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.

(x) The negotiations will be concluded with a review of the draft form of contract. The Client and the Consultant will finalize the contract to conclude negotiations.

(xi) If the negotiations with the Consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with the winning Consultant, the Consultant quoting second lowest cost will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

8. Please note that the Client is not bound to select any of the firms submitting proposals. Further as quality is the principal selection criterion, the Client does not bind itself in any way to select the firm offering the lowest price.

9 It is estimated that about 2 Man-months of services will be required for this assignment and generally you should base your financial proposals on this figure. However, you should feel free to submit an alternative proposal on the basis of man-months considered necessary by you to undertake the assignment.

10 You are requested to hold your proposal valid for **90 days** from the date of submission without change in the personnel proposed for the assignment and your proposed price. The Client will make its best efforts to select a consultant firm within this period.

11 Please note that the cost of preparing a proposal and of negotiating a contract including visits if any is not reimbursable as a direct cost of the assignment.

12 Assuming that the contract can be satisfactorily concluded in October 2024 you should be expected to take up/commence the assignment **immediately**.

13 **Clause 13 Deleted-** .

14 **-Clause 14 Deleted-**

15 **-Clause 15 Deleted-**

16. Please note that the remuneration which you receive from this assignment will be subject to normal tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.

1. **- Clause 17 Deleted-**

Annexure:

1. Terms of Reference (TOR)
2. Supplementary Information to Consultants
3. Contract format under which Assignment will be performed

Annexure-1

TERMS OF REFERENCE (TOR)

1. Background:

 The B.B.M.P has taken up the work of Mapping of building and campus using Total Station Surveying and documenting floor wise

land utilization area statements of No.17/1 (PID : 76-9-17/1) at
Magrath Road, Bengaluru in BBMP East Zone limit
from
Empanelment of FIE (Fellow of Institute of
Engineers), FIV (Fellow of
Institute of Valuator) and ISO Valuers as Vendor's.

2. A concise statement of the objectives of the assignment:

- The Consultant's services shall consist of conducting total station survey of the above mentioned Building assigned by Revenue Department.
- Floor wise mapping of the building.
- Documentation of floor wise land utilization area statements.
- To deploy the Professional as per the need of the assignment an outline of the tasks to be performed.
- Collection of revenue records from office of Deputy Commissioner (East), BBMP/ Revenue Officer (Shanthinagar).
- Checking the records, preparing check list as per check list provided by office of Deputy Commissioner (East), BBMP.
- Identification along with address of the individual encroachers as per PID provides by office of Deputy Commissioner (East), BBMP.
- Providing survey drawing and drawing indicating floorwise plans.
- Certification of drawing by competent revenue authority as directed by D.C.(East).
- Calculating the total Building Measurement Area in **SqFt** with drawing.

4. Schedule for the completion of the tasks

The project duration is 15 days including monsoon.

5. Data, services and facilities to be provided by the Client

Efforts will be made by the client to approach revenue department in East Zone BBMP and request then to provide the required revenue documents. The revenue department of East Zone will be approach from time to time regarding verification and certification of the survey drawings at the earliest.

6. Final outputs (i.e., Reports, drawings, etc.,) that will be required by the Consultant.

1. The agency shall provide at least 3 total station instruments with necessary operators and 3 surveyors having experience in revenue survey.
2. The agency should own at least one set of Dual Frequency Differential Global Positioning System (DGPS).

3. Drawings shall be submitted in 5 colour prints and three black and white prints, including soft copies of the AutoCad drawings in two Pendrive/CD ROMs .
4. Submission of Physical progress report.
5. The agency should have own large format plotter for preparing outputs.

7. Payment Schedule

On completion and reporting of surveying, mapping of building.	25% of the total fee will be paid
On submission of land utilization statements documenting floor wise(Final Reports)	75% of the total fee will be paid.

Note: The actual area to be surveyed may vary up to a small extent, as per revenue PID records. In cases of huge variation, a separate proposal will submitted for approval for revision of agreement amount, without altering the quoted rate per SqFt (Square Feet)

8. Composition of the Review Committee and review procedure to monitor Consultant's work

- i. Chairman - Zonal Commissioner (East)
- ii. Vice- Chairman - Joint Commissioner (East)
- iii. Member (Revenue) - Deputy Commissioner (East)
- iv. Member (Technical) - Executive Engineer (Project) East
- iv. Member (Finance) - Deputy Controller Finance, East
- v. Member (Revenue) - Revenue Officer (Shanthinagar)

9. List of Key Position, whose CV and experience would be evaluated

1. Team leader - 1 No. - Over all in charge.
2. Total Station Surveyors - 3 Nos
3. Prism Holders - 1 No's
4. Auto CAD Operator - 2 No

Annexure 2

SUPPLEMENTARY INFORMATION FOR THE CONSULTANTS

Proposals:

1. Proposals should include the following information:

(a) Technical Proposals:

- i Technical Proposal Submission in Form F-1
- ii A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in Form F-2
- iii The Bidder must be B.E Civil Engineering Graduate with FIE (Fellow of Institute of Engineers), FIV (Fellow of Institute of Valuator) and ISO Valuers and Wealth tax Valuator in Income tax department(Approval U/S 34AB of the wealth Tax act 1957
- iv The bidder should be either detailed field survey and digitization related service provider or having experience in providing skilled resources similar to the said requirements in this document with mandatory experience of having Field experience not less than 2 years.
- v The Company/Firm should have successfully completed preparation of floor plans of built up structures using Total Stations for at least 5,00,000 Sft. Copies of Completion certificate from Govt. /semi Govt. Agencies for same has to be furnished.
- vi A description of the manner in which Consultants would plan to execute the assignment, work-plan, time schedule in Form F-3 and approach or methodology proposed for carrying out the assignment
- vii The composition of the team of personnel which the Consultant would propose to provide and the tasks which would be assigned to each team member in Form F-4.
- viii Curricula Vitae of the individual key staff members to be assigned

- for the assignment and of the team leader who would be responsible for supervision of the team. The curricula Vitae should be in Form F-5 and signed by the concerned personnel.
- ix The Consultant's comments, if any, on the data, services and facilities to be provided by the Client as indicated in the TOR.
 - x The Tenderer shall have experience of similar nature of work in last Five years i.e. 2019-20 to 2023-24 of project cost not less than Rs. 20.00 Lakhs. In support of this, the Tenderer shall furnish a Work Completion Certificate duly certified by the Competent Authority not less than the rank of Executive Engineer along with Technical Bid.
 - xii Achieved in at least two financial years out of last Five years i.e 2019-20 to 2023-24 a minimum turnover of not less than Rs. 40.00 Lakhs. In support of this, the Tenderer shall furnish a Certificate duly attested by a Chartered Accountant along with Technical Bid.

(b) Financial Proposals:

- i. The financial proposals should include the following
- ii. Rate should be quoted per Square Feet (SqFt) basis only in Schedule-B format provided through KPPP portal.
- iii Financial Proposal submission in Form - 6.
- iv Cost Estimate of Services, List of Personnel and Schedule of Rates in Form - 7

2. The Proposals shall be submitted through KPPP portal only.

3. The Consultants should note that the Contract for this Assignment will be with the

**Client Executive Engineer Project) East, BBMP,
21st Floor, Nethaji Subhash Chandra Bose ,Building (P.U.B),
M.G.Road, Bangalore - 560001
Telephone No. 080-22975815.**

Payments to the Consultants shall be made in accordance with the agreed estimated Schedule assuring the Consultants of regular payments along as progress on the Assignment proceeds as planned and invoices with relevant supporting documents are submitted for approval on a timely basis.

4.Review of reports:

A review committee consisting of the following officers will review all reports of Consultants (Inception, Monthly, Quarterly and other reports) and suggest any modifications/changes considered necessary within 15 days of receipt.

- a) Chair man - Zonal Commissioner (East)
- b) Vice-Chair man - Joint Commissioner (East)
- c) Member (Revenue) - Deputy Commissioner (East)

- | | | |
|-----------------------|---|------------------------------------|
| d) Member (Technical) | - | Executive Engineer (Project) East |
| e) Member (Finance) | - | Assistant Controller Finance, East |
| f) Member (Revenue) | - | Revenue Officer (Shanthinagar) |

FORM F - 1

FORM OF SUBMISSION OF TECHNICAL PROPOSAL

From: (Name of Consultant) Subhash Chandra Bose M.G.Road	To: (Name of Client) Executive Engineer (Project) East, BBMP 21st Floor, Nethaji Building (P.U.B), Bangalore - 560001 Dated:
---	--

Sir:

Hiring of Consultancy Services for

.....

Reference: IFT No.

Dated

.....

We herewith enclose Technical Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988".

Yours faithfully,

Signature

Name

Address

.....

.....

(Authorized

representative)

FORM F - 2

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST FIVE YEARS

1. Brief description of the Firm/Organization

2. Outline of the recent experience on assignments of similar nature:

Sl · No	Name of assignment	Nam e of proje ct	Clie nt	Cost of assignm ent	Date of commence ment	Date of completi on	Was assignme nt satisfacto rily complete d
1	2	3	4	5	6	7	8

[Note: Please attach certificates from the Client by way of documentary proof]

FORM F - 3

WORK PLAN TIME SCHEDULE

A. Field Study:

Sl. No.	Item	Month-wise Program
		1 st 2 nd

B. A short Note on the Approach and Methodology outlining various steps for performing the Assignments

C. Completion and submission of Reports

1. Inception Report
2. Progress Reports
3. Final Report along with drawings and volume calculations of quarry pits

D. Comments/Suggestions on Terms of Reference

E. Comments on the data, services and facilities to be provided by the Client.

FORM F - 4

COMPOSITION OF THE TEAM PERSONNEL AND THE TASK ASSIGNED TO EACH TEAM MEMBER

1. Technical/Managerial Staff

Sl.No.	Name	Position	Task assignment
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2. Support Staff

Sl.No.	Name	Position	Task assignment
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FORM F - 5

SUGGESTED FORMAT OF CURRICULUM VITAE FOR MEMBERS OF CONSULTANT'S TEAM

1. **Name:**
2. **Profession/ Present Designation:**
3. **Years with Firm/Organization: Nationality:**
4. **Area of Specialization:**
5. **Proposed Position on Team:**
6. **Key Qualifications:**

(Under this heading, give outline of staff member's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. **Education:**

(Under this heading, summarize college/university and other specialized education of staff member, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

8. **Experience:**

(Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

9. **Languages:**

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Staff Member

Signature of

Date:

Place.....

FORM F - 6

FORM OF SUBMISSION OF FINANCIAL PROPOSAL

From:

.....
.....
.....
.....

(Name of Consultant)

To:

.....
.....
.....
.....

(Name of Client)

Sir:

Hiring of Consultancy Services for

.....

Reference: IFT No.

Dated

We herewith enclose Financial Proposals for the above assignment.

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988"

Yours faithfully,

Signature:

Name:

Address:

.....

Schedule -B

<u>Name of Work:</u> Mapping of building and campus using Total Station Surveying and documenting floor wise land utilization area statements of No.17/1 (PID : 76-9-17/1) at Magrath Road, Bengaluru in BBMP East Zone limit from Empanelment of FIE (Fellow of Institute of Engineers), FIV (Fellow of Institute of Valuator) and ISO Valuers as Vender's.					
Item no	Description of work	Unit	Quantity	Rates Quoted per SqFt by Agency/ Consultancy	
				In Fig	In Words
1	• The Consultant's services shall consist of conducting total station survey of the mentioned Building assigned by Revenue Department • Floor wise mapping of the building. • Documentation of floor wise land utilization area statements. • To deploy the Professional as per the need of the assignment An outline of the tasks to be performed. • Collection of revenue records from office of Deputy Commissioner (East), BBMP. • Checking the records, preparing check list as per check list provided by office of Deputy Commissioner (East), BBMP.	Per SqFt			

• Identification along with address of the individual encroachers as per PID provides by office of Deputy Commissioner (East), BBMP. • Providing survey drawing and drawing indicating floor wise plans. • Certification of drawing by competent revenue authority as directed by D.C. (East). • Calculating the total Building Measurement Area in SqFt with drawing.				
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Approved

Executive Engineer
(Project) East, BBMP

Joint
Commissioner
East , BBMP

FORM F - 7

COST ESTIMATE OF SERVICES, LIST OF PERSONNEL, SCHEDULE OF RATES

1. Remuneration of Staff (Professional/Managerial/Support)

Designation	Name	Rate (Rs.) (per day/month)	Period (days/months)	Total Amount (Rupees)
(a) Team Leader				
(b)				
(c)				
(d)				
(e)				
(f)				

Sub-Total (1)

2. Reimbursable:

Item	Rate (Rs)	Unit	Total Amount (Rs.)
(a) Travel			
(b) Local Transportation			
(c) Per diem			
(d) Others (Give details)			

Sub-Total (2)

TOTAL COST (REMUNERATION & REIMBURSABLE)

.....

CONTINGENCY

.....

**CONTRACT CEILING AMOUNT (Figures and Words)
(Figures)**

.....(Words)

Annexure 3

CONTRACT FOR CONSULTING SERVICES

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert Client's name] ("the Client") having its principal place of business at [insert Client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services:

i) The Consultant shall perform the services specified in Attachment A, " Terms of Reference and Scope of

Services," which is made an integral part of this Contract ("the Services").

(ii) The Consultant shall provide the reports listed in Attachment B, "Consultant's Reporting Obligations," within the time periods listed in such Attachments, and the personnel listed in Attachment C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

2. Term:

The Consultant shall perform the Services during the period commencing the date and continuing through or any other period as may be subsequently agreed by the parties in writing.

3. Payment:

A. Ceiling:

For Services rendered pursuant to Attachment A, the Client shall pay the Consultant an amount not to exceed a ceiling of Rs. (Inclusive of all taxes/GST). This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract will be as per Clause 7 of Annexure-1 (Terms of Reference)

Note: The actual area to be surveyed may vary up to a small extent, as per revenue PID records. In cases of huge variation, a separate proposal will submitted for approval for revision of agreement amount, without altering the quoted rate per Square Feet.

B. Deleted

C. Deleted

D. Payment Conditions:

Payment shall be made in Indian Rupees, no later than 90 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4.

4. Contract Administration:

A. Coordinator:

The Client designates Mr./Ms. As Client's Coordinator; The Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and

approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets:

During the course of their work under this Contract, including field work the Consultants' employees providing services under this contract may be required to complete timesheets or any other document used to identify the time spent, as well as expenses incurred, as instructed by the coordinator.

C. Records and Accounts:

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultants' records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard:

The Consultants undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality:

The Consultants shall not, during the term of the Contract and within one year after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material:

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultants for the Client under the Contract shall belong and remain the property of the Client. The Consultants may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

8. Consultants not to be engaged in certain activities:

The Consultants agree that during the term of this Contract and after its termination, the Consultants and any entity affiliated with the consultants, shall be disqualified from providing goods, works or

services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance:

The Consultant will be responsible for appropriate insurance coverage. In this regard, the Consultant shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultant shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with the services which result from the fault of the Consultant or its staff. The Consultant shall provide the Client with certification thereof up on request.

10. Assignment:

The Consultant shall not assign this Contract or to sub-contract any portion without the Client's prior written consent.

11. Law governing the Contract:

The contract shall be governed by the Laws of India.

12. Indemnify the Client:

The Consultant shall indemnify and hold harmless the Client against any and all claims, demands and/or judgements of any nature brought against the Client arising out of the Services by the Consultant and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

13. Taxes:

The Consultant shall pay the GST, taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such tax as may be lawfully imposed.

For the Client

Signed by:

Name and designation

Date:

Place

For the Consultants

Signed by:

Name and designation

Date:

Place:

List of Attachments to the Contract:

Attachment A: Description of Services

Attachment B: Consultant's reporting Obligations

Attachment C: Cost Estimates of Services, List of Personnel, and
Schedule of Rates.

Engineer

(Project) East

BBMP

APPROVED

**Joint Commissioner
East, BBMP**

Executive